

## **CORRECT SEQUENCE OF PETITION & SCHEDULES AS REQUIRED BY CLERK OF COURT**

1. **\*Voluntary Petition Official Form 1 - Pages 1 - 3**
2. **\*Exhibit D**
3. **\*Certification of Pre-Petition Credit Counseling** (may be filed separately from petition) Note: if a motion/order is filed requesting an extension of time or exemption from credit counseling requirements, it **MUST** be filed separately from the petition
4. **\*Corporate Resolution** (required only if debtor is a corporation)
5. **\*List of Twenty Largest Unsecured Creditors** (required in Chapter 11 cases only)
6. **List of Equity Security Holders** (required in Chapter 11 partnerships and corporations only)
7. **\*Chapter 11 Small Business Debtors Only:** Most recent balance sheet, most recent cash-flow statement, most recent statement of operations and the previous year's Federal Income Tax Return. Alternatively, a statement that none have been prepared/filed at the time of filing of the petition may be filed.
8. **Notice to Individual Consumer Debtors**
9. **Statement of Financial Affairs**  
Questions 1 through 15 for individual or joint debtors;  
Questions 1 through 21 for business debtor
10. **Declaration of Statement of Financial Affairs - Signature Page**
11. **Statement of Intention** (required in Chapter 7 individual cases only)
12. **Schedules A through J**
13. **Summary of Schedules and Statistical Summary of Certain Liabilities**
14. **Declaration Concerning Debtor's Schedules - Signature Page**
15. **Disclosure of Attorney's Fee Page**
16. **\*Statement of Current Monthly Income and Means Test Calculation** (Chapter 7 individual debtors only)  
If Family Violence Expenses are listed in answer to Question #30, the expense listing should be filed separately.
17. **\*Statement of Current Monthly Income and Disposable Income Calculation** (Chapter 13 cases only)  
If Family Violence Expenses are listed in answer to Question #30, the expense listing should be filed separately.
18. **\*Statement of Current Monthly Income for Chapter 11 Cases** (Chapter 11 individual debtors only)
19. **\*Mailing Matrix** (paper clip the matrix to the petition if filed in paper, but do not staple)

*\*These documents, along with any applicable fees, are required when filing a "skeletal" petition. The remaining schedules and documents must be remitted to the Court within fifteen days from the date the petition is filed.*

## **ADDITIONAL REQUIREMENTS**

**Applications to Pay Filing Fee in Installments** (Chapter 7 and 13 cases only, if applicable) and **Applications to Proceed In Forma Pauperis** (Chapter 7 individual debtors only, if applicable) **MUST** be filed separately from the petition.